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| REVISION HISTORY | | | |
|------------------|-----------------------|--------|----------------|
| Rev | Description of Change | Author | Effective Date |
| Original | Original | JLA | 11/03/2003 |

| REFERENCE DOCUMENTS | |
|-------------------------|--------------------------------|
| Document Number | Document Title |
| QMS 200 | AMA-200 Quality Systems Manual |

PREFACE

This policy is intended as a tool for Personnel of AMA-260 to use when obtaining Non-Flight Training from out of agency providers.

0. Introduction

The AMA-260 External Acquisition process was developed to standardize the contract request procedure. AMA-260's contract process has been developed to achieve a more productive and effective quality management system while meeting contract and ISO requirements.

0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to determine the contract needs of the organizational program elements with specified requirements;
2. to provide COTR's with a standardized procedure;
3. to provide COTR's with a tool to improve their processes;
4. to meet contract/mandatory/statutory/regulatory requirements.
5. to ensure approval prior to fund expenditure.

1. Purpose

This document defines the process used to initiate acquisition on NON-FLIGHT Out-Of-Agency (NF-OAT) Technical Training for FAA AVR technical specialists. The process is necessary to comply with the Federal Acquisition Regulations.

2. Scope

This process applies to the following activities conducted by AMA-260:

1. Establishing training outcomes.
2. Writing Performance Work Statements (PWS).

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3. Establishing Bid Evaluation Documents.
4. Filling out Purchase Requests.
5. Obtaining all required Non-Flight Out-of-Agency Technical training.

3. Definitions and Acronyms

| | |
|----------|--|
| AFS-500 | Flight Standards Training Division |
| AIR-500 | Aircraft Certification Training Division |
| COTR | Contract Officers Technical Representative |
| AMQ-310 | Office of Acquisition Services, Contracting Team |
| PWS | Performance Work Statement |
| Industry | Non-governmental private business |

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

- 5.1 The Contracting Officer's Technical Representative (COTR) is responsible for:
 1. Submitting purchase requests for training to AMQ-310.
 2. The COTR is responsible for establishing or revising a PWC as necessary for each NF-OAT course, unless the course is commercial off-the-shelf (cots) offering. For cots courses the COTR is responsible for determining the adequacy of a course for FAA application.
 3. The COTR is responsible for establishing the bid evaluation process and providing a Bid Evaluation Document for each PWS.

6. Detailed Process

- 6.1 INPUT REQUIREMENTS:
 1. Course quotas are received for AIR-500 and AFS-500
 2. If a new course is requested the required learning objectives or training outcomes are submitted by AIR-500 or AFS-500.

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6.2 ACTUAL PROCESS:

1. Upon receipt of quota for each course, its PWS (including the training outcomes and Bid Evaluation Document) is reviewed and revised as necessary.
2. A Purchase Request is submitted for the total number of classes required for each course.
3. A solicitation is issued (by AMQ-310) for each course. The solicitation includes the PWS.
4. Bids are submitted by "Industry".
5. Bids are evaluated in accordance with the Bid Evaluation Document, and the technical acceptability is determined. In some cases, bids are ranked by degree of best technical value.
6. Results of the evaluation are forwarded to AMQ-310 where the award is made.

7. Metrics

There are no metrics required for this document.

8. Quality Records

Quality Records for this document are maintained by the COTR. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.